SECTION I

Operating Budget Request

Part C —Sub-program Detail Continuation Budget Request Reports

45

Report 101-SP (Major) — Actual and Continuation Budget Request - Sub-program Level - Major Account

PURPOSE

This report provides a summary display of actual expenses, current appropriation, and budget request at the sub-program level. The report displays information at the major account code only. This report will abbreviate the detail required for the Public Information File copy of your operating budget request.

One copy of Report 101-SP (Major) for each sub-program is required to be included the Public Information Operating Request File Report copy of your operating budget request. Printing instructions are included in Section V.

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Major)_{101-SP-Page} 69 Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 101 ADMINISTRATION Subprogram 01 OPERATIONS

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Version A1

Major Account

	Description TING REQUEST RIES	FY98 Actual Exp	FY99 Actual Exp	FY00 Actual Exp	Encumb & Reapprop	FY01 Current Appr	FY02 Cont Req	FY03 Cont Req
FTE		4.00	5.00	5.00		6.00	6.00	6.00
4111	PERMANENT	147,853	158,651	165,589	23,234	224,253	226,733	226,733
4113	OVERTIME PAYMENTS	483	483	483	0	0	0	0
4117	EMPLOYEE BONUSES	0	0	0	0	0	0	0
4121	VACATION LEAVE EXPENSE	0	0	. 0	0	0	0	. 0
4122	SICK LEAVE EXPENSE	0	0	0	0	0	0	0
4123	HOLIDAY LEAVE EXPENSE	0	0	0	0	0	0	0
4124	MILITARY LEAVE EXPENSE	0	0	0	0	0	0	0
4125	FUNERAL LEAVE EXPENSE	0	0	0	0	0	.0	0
4126	CIVIL LEAVE EXPENSE	0	0	0	0	0	0	0
٦	TOTAL SALARIES	148,336	159,134	166,072	23,234	224,253	226,733	226,733
BENEI	FITS							
4131	RETIREMENT PLANS	9,419	9,419	9,419	, .	12,365	13,333	13,333
4132	OASDI EXPENSE	11,457	11,457	14,952	0	11,540	12,740	12,740
4134	LIFE & ACCIDENT INS EXP	149	149	149	0	150	175	175
4135	HEALTH INSURANCE	15,111	15,111	16,285	0	18,950	18,950	18,950
4143	TUITION ASSISTANCE	1,107	1,107	1,107	0	1,107	1,107	1,107
4144	EMPLOYEE ASSISTANCE	94	94	94	0	94	94	94
4145	UNEMPLOYM COMP INS EXP	3,440	3,440	3,440	0	0	0	0
1	TOTAL BENEFITS	40,777	40,777	45,446	0	44,206	46,399	46,399
4100	PERSONAL SERVICES	189,113	199,911	211,518	23,234	268,459	273,132	273,132
4200	OPERATING EXPENSES	244,918	206,376	240,688	7,300	241,900	247,351	247,351
4700	TRAVEL EXPENSES	12,188	12,188	12,188	0	12,200	12,760	13,701
4800	CAPITAL OUTLAY	1,544	1,544	1,544	0	2,000	8,000	3,500
Date 06/	14/2000 12:30:52							Bssact1.frx

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Major)_{101-SP-Page 70} Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 101 ADMINISTRATION Subprogram 01 OPERATIONS

Biennium Starting in FY 2002

Version A1

Major Account

Account Description	FY98 Actual Exp	FY99 Actual Exp	FY00 Actual Exp E	ncumb & Reapprop	FY01 Current Appr	FY02 Cont Req	FY03 Cont Req
TOTAL OPERATIONS	447,763	420,019	465,938	30,534	524,559	541,243	537,684
Means of Financing							
GENERAL FUND	447,763	420,019	465,938	30,534	524,559	541,243	537,684
CASH FUND	0	0	0	0	0	0	0
FEDERAL FUND	0	. 0	0	0	0	0	0
REVOLVING FUND	0	0	0	0	0	0	0
OTHER FUND	0	0	0	0	0	0	0
TOTAL OPERATIONS FINANCING	447,763	420,019	465,938	30,534	524,559	541,243	537,684
OPERATIONS AND GOVERNMENT AID	FINANCING						
GENERAL FUND	447,763	420,019	465,938	30,534	524,559	541,243	537,684
CASH FUND	0	0	0	0	0	0	0
FEDERAL FUND	0	0	0	0	0	0	0
REVOLVING FUND	0	0	0	0	0	0	0
OTHER FUND	0	0	0	0	0	0	0
TOTAL OPER AND GOV AID FIN	447,763	420,019	465,938	30,534	524,559	541,243	537,684

Report 101-SP (Minor) — Actual and Continuation Budget Request - Sub-program Level - Minor Account

PURPOSE

These reports provide a detailed display of actual expenses, current appropriation and budget request at the sub-program level.

INSTRUCTIONS

The input for the Budget Request module constitutes the information from which much of the operating budget request information is drawn.

Historical information has already been pre-loaded into the system. Note: you may find, in reviewing history at the sub-program level, that the expenditures and the funding do not match exactly. In order to compensate for rounding, the expenditure information has been corrected **in one sub-program so that it is correct at the program level** to make the funding consistent with accounting history.

The FY 01 Current Appropriation column is new appropriations only. (It excludes encumbrances and reappropriations.) Total planned spending and the means of financing for the current year reflect the agency's allocation of resources among sub-programs. If the sum of allocations to sub-programs does not equal legislative appropriations to the program for any fund type, identify and explain the difference in narrative information included with your operating budget request document.

Historical data will be displayed for every account code where there has been an expenditure. Agencies should, at a minimum, submit current appropriation information and request data using the account codes historically utilized for budget request purposes. Other account codes may be used as well if desired. If agencies choose to submit request information using fewer summary-type account codes, they should first consult with their assigned DAS--Budget Division budget analysts.

Input for the request information will be entered and viewed using the four tabs across the top of the Budget Request (Form 30) screen: Total, Request, Funding, and Expenditures & Encumbrances/Reappropriations. Remember that information must be submitted for each year of the biennium.

The TOTAL TAB displays the total amount requested and the total funding by major account. The data may only be viewed on this screen. Any changes made on the Request and Funding tabs will be displayed in the totals.

The REQUEST TAB allows entry of current appropriation, change, and adjusted request data. For the second year of the biennium, the **continuation request** for the first year of the biennium becomes the base upon which the second year request is calculated. (Note: Any Budget Adjustment request entered in FY 2002 is not automatically carried forward into FY 2003. The amount must be re-entered into FY 2003 if the FY 2002 adjustment has continuation or expanded costs in FY 2003. Enter such amounts in the adjusted request column for FY 2003.) Remember that

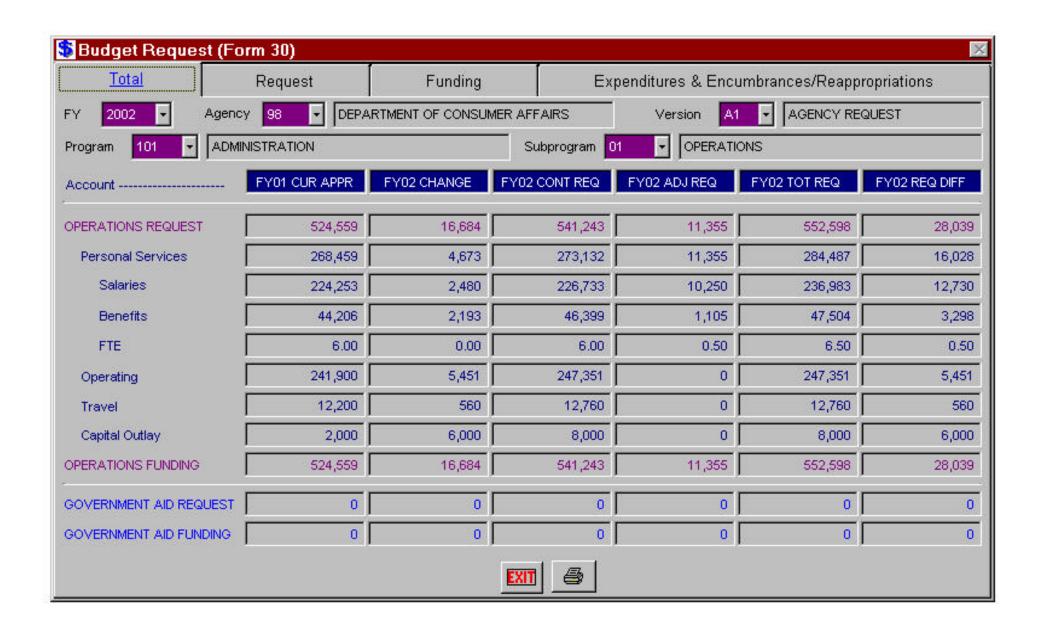
Permanent Salary information (line 4111) and FTE data automatically feed forward from the Personal Services Request (Form 10) input screen and cannot be edited in the budget request module.

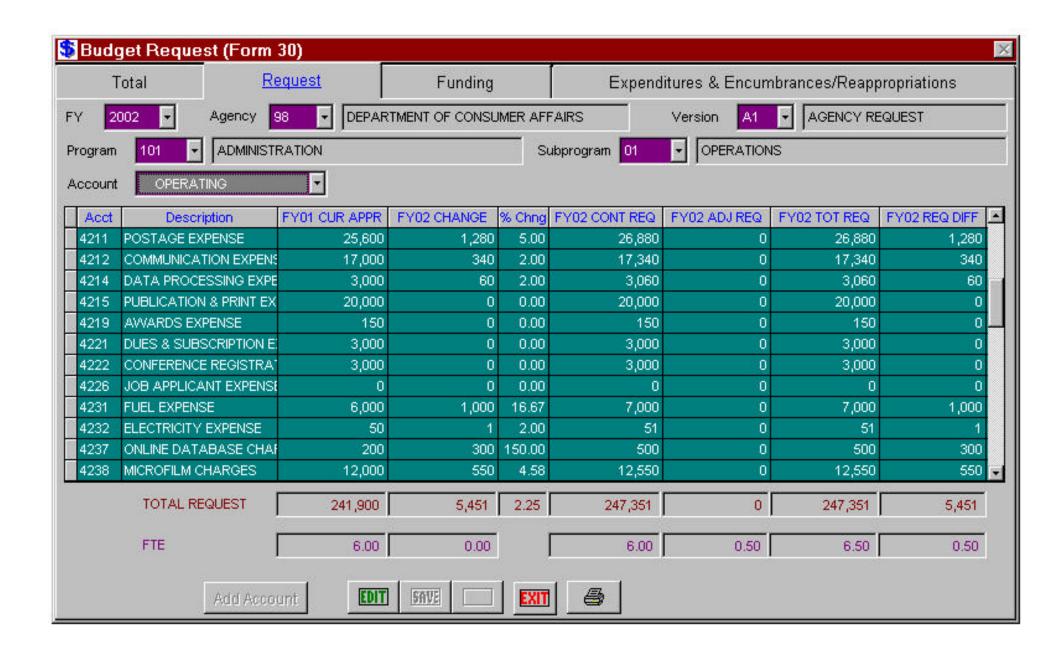
The FUNDING TAB shows the total request for both operations and aid. Be sure that funding equals total request.

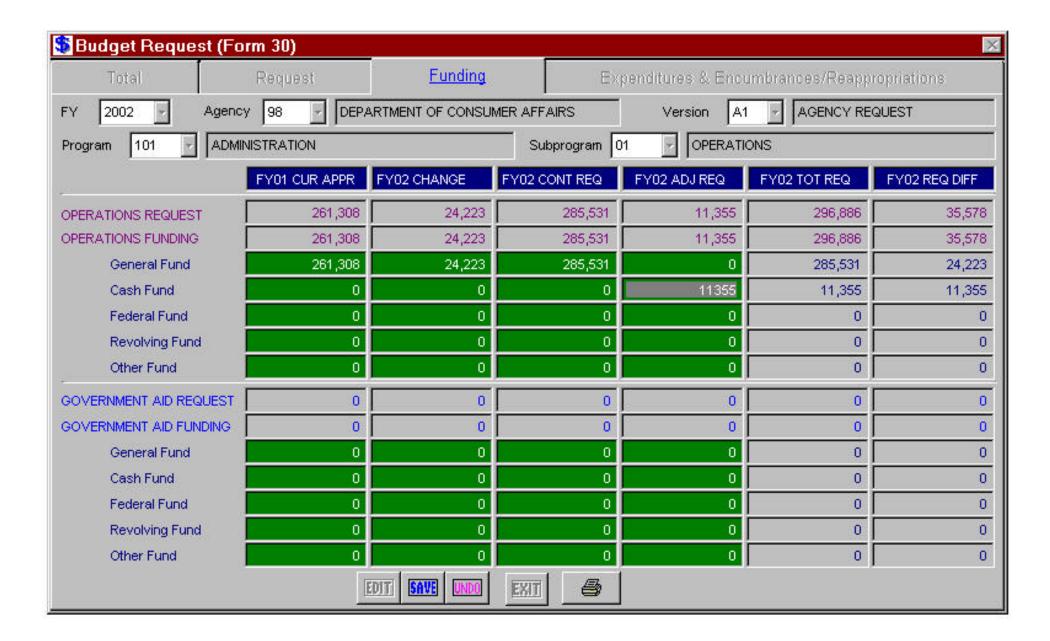
The EXPENDITURES AND ENCUMBRANCES/REAPPROPRIATIONS TAB displays three years of historical expenditures (pre-loaded) and allows the entry of encumbrances and reappropriations, along with the associated funding. Be sure to select either operations or aid accounts in order to edit the encumbrances column.

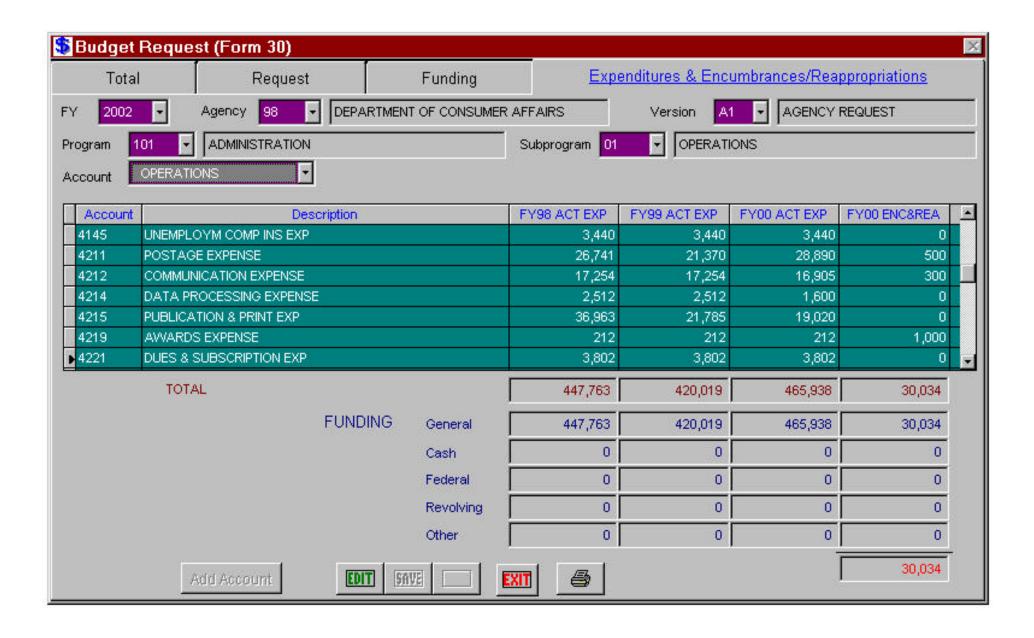
As in the past, round all figures to the nearest dollar. Recall that historical data has been corrected at the program level for rounding errors. Historical expenditure amounts may not match funding at the sub-program level.

A copy of Report 101-SP (Minor) for each sub-program is required to be included in two of the printed copies of the operating budget request (three for higher education entities). Printing instructions are in Section V.









Actual and Continuation Budget Request - Subprogram Level - 101-SP (Minor)_{101-SP-Page} 71 Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

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	Description TING REQUEST RIES	FY98 Actual Exp	FY99 Actual Exp	FY00 Actual Exp	Encumb & Reapprop	FY01 Current Appr	FY02 Cont Req	FY03 Cont Req
FTE		4.00	5.00	5.00		6.00	6.00	6.00
4111	PERMANENT	147,853	158,651	165,589	23,234	224,253	226,733	226,733
4113	OVERTIME PAYMENTS	483	483	483	0	0	0	0
4117	EMPLOYEE BONUSES	0	0	0	0	0	0	0
4121	VACATION LEAVE	0	0	0	0	0	0	0
4122	SICK LEAVE EXPENSE	0	0	0	0	0	0	0
4123	HOLIDAY LEAVE EXPENSE	0	0	0	0	0	0	0
4124	MILITARY LEAVE EXPENSE	0	0	0	0	0	0	0
4125	FUNERAL LEAVE EXPENSE	0	0	0	0	0	0	0
4126	CIVIL LEAVE EXPENSE	0	0	0	0	0	0	0
•	TOTAL SALARIES	148,336	159,134	166,072	23,234	224,253	226,733	226,733
BENE	FITS							
4131	RETIREMENT PLANS	9,419	9,419	9,419	0	12,365	13,333	13,333
4132	OASDI EXPENSE	11,457	11,457	14,952	0	11,540	12,740	12,740
4134	LIFE & ACCIDENT INS EXP	149	149	149	0	150	175	175
4135	HEALTH INSURANCE	15,111	15,111	16,285	0	18,950	18,950	18,950
4143	TUITION ASSISTANCE	1,107	1,107	1,107	0	1,107	1,107	1,107
4144	EMPLOYEE ASSISTANCE	94	94	94	0	94	94	94
4145	UNEMPLOYM COMP INS	3,440	3,440	3,440	0	0	0	0
•	TOTAL BENEFITS	40,777	40,777	45,446	0	44,206	46,399	46,399
TO	TAL PERSONAL SERVICES	189,113	199,911	211,518	23,234	268,459	273,132	273,132
4200 (PERATING EXPENSES							
4211	POSTAGE EXPENSE	26,741	21,370	28,890	500	25,600	26,880	26,880
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Program 101 ADMINISTRATION Subprogram 01 OPERATIONS

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Account	Description	FY98 Actual Exp	FY99 Actual Exp	FY00 Actual Exp	Encumb & Reapprop	FY01 Current Appr	FY02 Cont Req	FY03 Cont Req
4212	COMMUNICATION	17,254	17,254	16,905	300	17,000	17,340	17,340
4213	FREIGHT EXPENSE	0	0	0	500	0	0	0
4214	DATA PROCESSING	2,512	2,512	1,600	0	3,000	3,060	3,060
4215	PUBLICATION & PRINT EXP	36,963	21,785	19,020	0	20,000	20,000	20,000
4219	AWARDS EXPENSE	212	212	212	1,000	150	150	150
4221	DUES & SUBSCRIPTION	3,802	3,802	3,802	0	3,000	3,000	3,000
4222	CONFERENCE	3,115	3,115	3,115	0	3,000	3,000	3,000
4226	JOB APPLICANT EXPENSE	0	0	0	0	0	0	0
4231	FUEL EXPENSE	0	0	0	0	6,000	7,000	7,000
4232	ELECTRICITY EXPENSE	30	30	30	0	50	51	51
4237	ONLINE DATABASE	174	174	174	0	200	500	500
4238	MICROFILM CHARGES	11,577	11,577	11,577	0	12,000	12,550	12,550
4239	INTERNET CHARGES	23,659	23,659	41,042	0	40,000	41,000	41,000
4242	RENT	66,784	56,398	69,833	5,000	75,000	75,000	75,000
4249	DEPRECIATION	0	0	0	0	1,000	1,030	1,030
4251	RENT EXP-OFFICE EQUIP	93	93	93	0	100	100	100
4253	DATA PROC SOFTW LIC	0	0	0	0	0	0	0
4261	REP & MAINT-BLDG &	716	716	716	0	500	515	515
4271	REP & MAINT-OFFICE	121	121	121	0	100	100	100
4272	REP & MAINT-MOTOR	36	36	36	. 0	50	50	50
4277	REP &	131	131	131	0	0	0	0
4311	OFFICE SUPPLIES	13,984	9,806	9,806	0	10,000	10,300	10,300
4339	FOOD EXPENSE	2,223	2,223	2,223	0	2,000	2,000	2,000
4342	ED & RECREATIONAL SUP	16,742	2,273	2,273	0	2,500	2,575	2,575
4351	MEDICAL SUPPLIES	39	39	39	0	50	50	50
4381	VEHICLE & EQUIP SUP	60	60	60	0	100	100	100
4414	EDUCATION SERVICES	5,250	5,250	5,250	0	5,000	5,500	5,500
4415	ACCTG & AUDITING	1,537	1,537	1,537	0	1,500	1,500	1,500

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Program 101 ADMINISTRATION

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Accoun	t Description	FY98 Actual Exp	FY99 Actual Exp	FY00 Actual Exp	Encumb & Reapprop	FY01 Current Appr	FY02 Cont Req	FY03 Cont Req
4421	OTHER CONTRACTUAL	1,949	12,989	12,989	0	5,000	5,000	5,000
4431	CONT SERV/VOL TRAVEL	4,430	4,430	4,430	0	4,000	4,000	4,000
4481	INSURANCE EXPENSE	460	460	460	0	500	500	500
4483	WORKERS COMP	3,535	3,535	3,535	0	3,500	3,500	3,500
4491	OTHER OPERATING EXP	789	789	789	0	1,000	1,000	1,000
•	TOTAL OPERATING EXPENSES	244,918	206,376	240,688	7,300	241,900	247,351	247,351
4700 7	TRAVELING EXPENSES							
4711	BOARD & LODGING	6,439	6,439	6,439	0	6,500	6,500	6,825
4721	COMMERCIAL	2,163	2,163	2,163	0	2,500	2,750	3,025
4731	STATE-OWNED TRAN	3,464	3,464	3,464	0	3,000	3,300	3,630
4741	PERSONAL VEHICLE	65	65	65	0	100	110	121
4751	MISC TRAVEL EXPENSE	57	57	57	0	100	100	100
	TOTAL TRAVEL EXPENSES	12,188	12,188	12,188	0	12,200	12,760	13,701
4800 (CAPITAL OUTLAY							
4856	HARDWARE-DATA PROC	364	364	364	0	1,000	5,000	1,000
4857	SOFTWARE-DATA PROC	523	523	523	0	500	2,500	2,000
4871	LIBRARIES & MUSEUMS	657	657	657	0	500	500	500
,	TOTAL CAPITAL OUTLAY	1,544	1,544	1,544	0	2,000	8,000	3,500

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Minor)_{101-SP-Page 74} Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 101 ADMINISTRATION Subprogram 01 OPERATIONS

Biennium Starting in FY 2002

Version A1

Account Description	FY98 Actual Exp	FY99 Actual Exp	FY00 Actual Exp Encu	ımb & Reapprop	FY01 Current Appr	FY02 Cont Req	FY03 Cont Req
TOTAL OPERATIONS	447,763	420,019	465,938	30,534	524,559	541,243	537,684
Means of Financing							
GENERAL FUND	447,763	420,019	465,938	30,534	524,559	541,243	537,684
CASH FUND	0	0	Q	0	0	0	0
FEDERAL FUND	0	0	0	0	0	0	0
REVOLVING FUND	0	0	0	0	0	0	0
OTHER FUND	0	0	0	0	0	0	. 0
TOTAL OPERATIONS FIN	447,763	420,019	465,938	30,534	524,559	541,243	537,684
OPERATIONS AND GOVERNMENT	AID FINANCING						
GENERAL FUND	447,763	420,019	465,938	30,534	524,559	541,243	537,684
CASH FUND	0	0	0	0	0	0	0
FEDERAL FUND	0	0	0	0	0	0	0
REVOLVING FUND	0	0	0	0	. 0	0	0
OTHER FUND	0	0	0	0	0	0	0
TOTAL OPER AND GOV AID FIN	447,763	420,019	465,938	30,534	524,559	541,243	537,684

Report 10-SP — Personal Services Report

PURPOSE

The Personal Services Request screen is the source of information for this report which provides a detailed breakdown, by position, of <u>permanent</u> salaries and wages, Line 4111, for the Budget Request. It also shows FTE and is the basis for reporting FTE on the Budget Request screen which produces sub-program, program, and agency requests. It provides information which allows the system to produce the bargaining unit summary information.

INSTRUCTIONS

The Class Titles, FTE, and FY00 Actual Expenditures will be pre-loaded into the system. Agencies will enter current year information, June FY01 estimated, and continuation FTE and appropriation change. The continuation request calculates automatically. There are also columns for budget adjustment request information.

Click the "EDIT" button to go into edit mode prior to entering data. New positions may be added by clicking the "add" key, choosing the appropriate position from the "pick list" and selecting.

Class code, bargaining unit, and salary grade are a part of the record, based on the position selected.

When calculating Full Time Equivalent, (FTE), remember that one FTE may be composed of four employees who each work .25 of the 2080-hour year. FTE amounts should be rounded to two decimal places. FTE amounts should not increase for the continuation request.

No across-the-board salary increase for the 2001-2003 biennium should be requested. The appropriations process will incorporate salary policy changes for the 2001-2003 biennium following completion of collective bargaining.

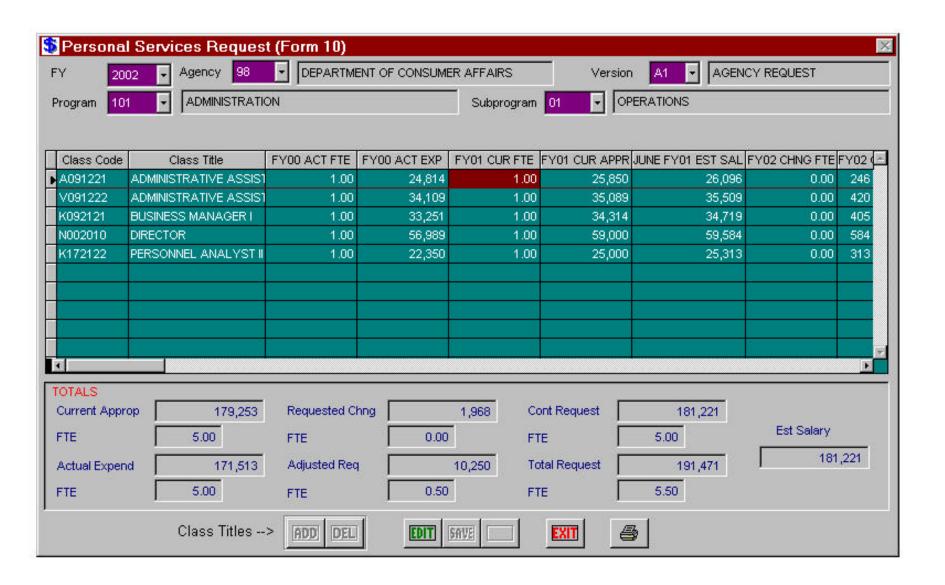
Be sure to annualize the cost of salary increases awarded during FY 2000-01, including January 1 salary plan increases, in the continuation requests for FY 2001-02 and FY 2002-03. All other FY 2001-2002 and FY 2002-03 changes, including anticipated reclassifications and position changes, should be requested in the Budget Adjustment columns for FY02 and FY03.

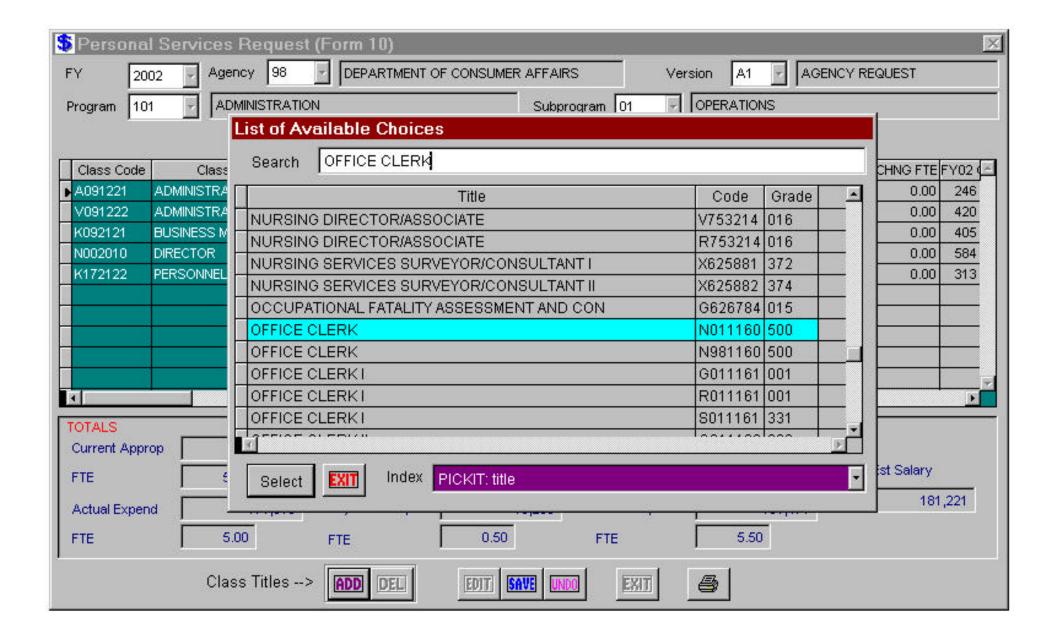
<u>Supplemental Personal Services Information</u> - the following supplemental information must be furnished by each agency if applicable.

- a. For each position for which costs exceed an annualization of the June 30 salary, provide an explanation of the excess.
- b. For per diems to commission and board members, report the number of members, the number of days to be paid annually, and the per diem rate.

For request purposes, assume that all new non-bargaining unit employees will be placed at the hiring rate of their salary grade and advanced to the minimum permanent rate upon completion of six months of satisfactory services from the date of hire or promotion.

A copy of Report 10-SP for each Sub-program is required to be included in three copies of the printed copies of the operating budget request (four for higher education entities). Printing information is in Section V.





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Personal Services Report - 10-SP Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 101 ADMINISTRATION Subprogram 01 OPERATIONS

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Class Code	Class Title	Grade	FY00 Actual Exp	FY01 Current Appr June	30, 2001 Est Sal	FY02 Cont Req	FY03 Cont Req
ADMINISTRATIVE	PROFESSIONAL					•	•
A091221	ADMINISTRATIVE ASSISTANT I	350	24,814	25,850	26,096	26,096	26,096
		FTE	1.00	1.00		1.00	1.00
TOTAL	FOR BARGAINING UNIT						
ADMIN	NISTRATIVE PROFESSIONAL		24,814	25,850	26,096	26,096	26,096
		FTE	1.00	1.00		1.00	1.00
CONFIDENTIAL GI	ROUP						
K092121	BUSINESS MANAGER I	011	33,251	34,314	34,719	34,719	34,719
		FTE	1.00	1.00		1.00	1.00
K172122	PERSONNEL ANALYST II	013	22,350	25,000	25,313	25,313	25,313
		FTE	1.00	1.00	•	1.00	1.00
TOTAL	FOR BARGAINING UNIT	_					
CONFI	IDENTIAL GROUP		55,601	59,314	60,032	60,032	60,032
		FTE	2.00	2.00	33,332	2.00	2.00
NON-CLASSIFIED							
N002010	DIRECTOR	500	56,989	59,000	59,584	59,584	59.584
		FTE	1.00	1.00	,	1.00	1.00
N912510	DIRECTOR OF ADMISSIONS	500	0	45,000	45,512	45,512	45,512
		FTE	0.00	1.00	10,012	1.00	1.00
TOTAL	. FOR BARGAINING UNIT	· · · <u>-</u>					
	CLASSIFIED	_	56,989	104,000	105,096	105,096	105,096
		FTE	1.00	2.00	105,090	2.00	2.00
SUPERVISORY			1.00	2.00		2.00	2.00
V091222	ADMINISTRATIVE ASSISTANT II	012	34,109	35,089	35,509	35,509	35,509
		FTE	1.00	1.00	35,509	1.00	1.00
TOTAL	FOR BARGAINING UNIT	FIE	1.00	1.00		1.00	1.00
	RVISORY		24 400	25.000	05.500	0.7.7.0.0	
JUPEN	(VIOCICI	rte	34,109 1.00	35,089 1.00	35,509	35,509	35,509
Data 06/44/0600 44	0.04.00	FTE	1.00	1.00		1.00	1.00
Date 06/14/2000 12	2:31:00						Bssps.f

Personal Services Report - 10-SP Agency 98 DEPARTMENT OF CONSUMER AFFAIRS Program 101 ADMINISTRATION Subprogram 01 OPERATIONS

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Class Code Class Title	Grade	FY00 Actual Exp FY01 Current Appr June 30, 2001 Est Sal		FY02 Cont Req	FY03 Cont Req	
TOTAL PERMANENT SALARIES	=	171,513	224,253	226,733	226,733	226,733
FTE		5.00	6.00		6.00	6.00

Date 06/14/2000 12:31:00

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